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County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

October 05, 2010

#20 OCTOBER 5, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE CONTRACT AMENDMENTS FOR THE COMMUNITY
SERVICES BLOCK GRANT PROGRAM TO INCORPORATE AMENDED CONTRACT
LANGUAGE TO INCREASE OR DECREASE CONTRACTOR FUNDS
(ALL DISTRICT – 3 VOTES)**

SUBJECT

Amendment to incorporate amended language to the Community Services Block Grant Program (CSBG) service contracts for the Department of Public Social Services (DPSS) Director's delegated authority to decrease or increase the service contract funding amounts.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of DPSS or his designee to execute amendments to the current CSBG Program contracts, in a substantially similar form as the enclosed Amendment. Delegate authority to the Director of DPSS or his designee to execute contract amendments for any required term extension and decrease or increase in funds, not to exceed the program year State allocation, and be commensurate with a decrease or increase in services, when a change is necessitated by additional and necessary services that are required for the Contractors to comply with changes in federal, State or County requirements, after County Counsel and Chief Executive Office (CEO) approval and instruct the Director to notify your Board and the CEO in writing within ten business days of executing the amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will allow DPSS the flexibility to fully expend available CSBG funds in a more efficient and expedient manner.

The Amendment incorporates language allowing the Director of DPSS the flexibility to initiate decreases or increases in Contractors' funds to fully utilize the State allocation, which replaces the current language that gives the Director delegated authority to amend contracts for a decrease or increase not to exceed 25 percent of the original contract amount. The State allocates CSBG funds to the County per program year (January 1 through December 31) with the expectation that all funds be spent. In the event the County does not spend the funds within the respective program year, the State may require that unspent funds be returned, which could impact the amount the State will allocate for future years. Due to these circumstances, it is of great importance that any potential unspent funds be reallocated and contract amendments be executed in an expeditious manner to allow the Contractors sufficient time to appropriately utilize the funds.

Historically, a small percentage of Contractors do not fully expend their annual funding allocation. Reasons may include lower than normal CSBG participant rates, over-estimation of projected costs, or Contractors requesting reduced funding. DPSS, in collaboration with the Board, County Counsel review and CEO approval amended CSBG contracts in Fiscal Year (FY) 2008-09 to reallocate a total of \$503,880. In FY 2009-10, DPSS, again in collaboration with the Board, County Counsel review and CEO approval amended contracts to reallocate a total of \$86,498.

For many of the CSBG contracts, the Director's 25 percent delegated authority is now exhausted and further reallocations of unspent funding to these contractors cannot occur without additional Board approved authority. Approving this recommendation allows the Director of DPSS to continue to exercise delegated authority to expeditiously reallocate unspent funds and fully utilize the State's annual CSBG allocation to the County.

The Department is requesting authority to reallocate unspent funds among the service providers as needed not to exceed the program year allocation. Contract amendments will be executed only after approval by County Counsel and the CEO. A copy of all Amendments will be provided to the Executive Office of the Board of Supervisors and the CEO within 10 days of Amendment execution.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal 2: Children, Family, and Adult Well-Being: Enhance economic and social outcomes through integrated, cost-effective and client-centered supportive services.

FISCAL IMPACT/FINANCING

There is no impact on net County cost. The CSBG program is fully funded by federal appropriations through the State Department of Community Services and Development. Funding for the program cost in the current fiscal year is included in the Department's FY 2010-11 Final Adopted Budget. Funding for the future fiscal year will be included in the Department's budget request for that year.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On July 1, 2008, the Department entered into an agreement with 65 non-profit agencies to provide an array of services under the CSBG Program. Effective July 1, 2010, a total of 118 contracts administered by 61 non-profit agencies were approved to provide services in areas such as employment, education, health, housing, nutrition, senior and youth services to low-income residents who meet the federally-established poverty guidelines in Los Angeles County. Methodology and

amendments to decrease/increase contractor funds will be executed only after review and approval by County Counsel and the CEO and will be done in an effort to fully utilize all available funds in providing services within the pertinent time frames.

The approval of this Amendment will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The Contractor will not be asked to perform services which will exceed the contract rates, scope of work, and contract term.

The Amendment is in compliance with all Board and CEO requirements and has been approved as to form by County Counsel.

CONTRACTING PROCESS

No contract solicitation process is needed for this Amendment.

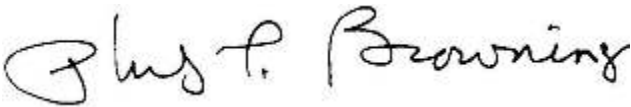
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will enable DPSS to continue providing CSBG services to low-income residents in all Supervisorial Districts of Los Angeles County through its CSBG network of 61 non-profit agencies and ensure that all State-allocated CSBG funds are fully expended timely. There is no change in risk exposure to the County.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Director of DPSS.

Respectfully submitted,



PHILIP L. BROWNING
Director

PLB:cw

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Community Action Board

**AMENDMENT NUMBER XXX
TO THE COMMUNITY SERVICES BLOCK GRANT PROGRAM CONTRACT
BY AND BETWEEN COUNTY OF LOS ANGELES AND**

(Agency Name)

Reference is made to the document entitled "Agreement By and Between County of Los Angeles and *Community Services Block Grant (CSBG) Program*", dated July 1, 2008, and further identified as Contract # _____, Amendment Number One, dated October 1, 2008, Amendment Number Two, dated November 6, 2008, Amendment Number Three, dated April 1, 2009, Amendment Number Four dated July 1, 2009, Amendment Number Five dated October 1, 2009, Amendment Number Six dated July 1, 2010 (hereinafter referred to as "Contract").

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

I. SECTION 8.6, Change Notices and Amendments, sub-paragraph 8.6.3, shall be amended to include:

The DPSS Director or his/her designee may prepare and sign amendments to the Contract without further action by the County Board of Supervisors for any required term extension and decrease or increase in funds not to exceed the program year State allocation, when the change is necessitated by additional and necessary services that are required for the Contractor to comply with changes in federal, State, or County requirements.

Amendments will be executed only after approval by the Chief Executive Office and County Counsel. A copy of all executed amendments will be filed with the Executive Office of the Board of Supervisors and Chief Executive Office within fifteen days of execution.

All remaining terms and conditions of the Agreement remain unchanged and enforced.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Agreement to be subscribed on its behalf by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer, as of _____ day of _____ 2010.

The person signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR.

COUNTY OF LOS ANGELES

By: _____
Philip L. Browning, Director
Department of Public Social Services

Agency Name

Address

By: _____
Authorized Signature

Name:

Title:

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
ANDREA SHERIDAN ORDIN, COUNTY COUNSEL

By: Kathleen Bramwell
Principal Deputy COUNTY Counsel